

**2024-2025 Appeal for Special Circumstances**  
UAB Office of Student Financial Aid

**SECTION I – STUDENT INFORMATION**

Last Name:	First Name:	Middle Initial:
Blazer ID:	Date of Birth:	
Student Phone Number:	Parent Phone Number (for dependent students):	

**SECTION II – INSTRUCTIONS & DISCLOSURE**

Complete the following form if the student and/or spouse/parent has experienced a major change in income during the 2022 calendar year. Only 2023 information can be used to update the 2022 information that was entered on the Free Application for Federal Student Aid (FAFSA). If your request is approved, the information on the FAFSA will be updated and the Student Aid Index (SAI) will be recalculated. Recalculation of the SAI does not guarantee a change to the student's federal financial aid.

To ensure compliance with federal regulations, there are limits to which circumstances can be considered. Special Circumstances are considered on a case-by-case basis and must have occurred outside of student/parent control.

Upon submission of this form, you will be notified by the Office of Student Financial Aid on how to upload your supporting documentation. We cannot process this appeal without specific details regarding your special circumstances or without appropriate documentation.

**Please Note:**

- Students must complete the 2024-2025 FAFSA at <https://studentaid.gov> before a Special Circumstance Appeal can be processed.
- Families with a SAI between negative \$1,500 and \$0 will not be reviewed and should not submit a Special Circumstance Appeal.
- All verification requirements must be satisfied before your appeal can be considered.
- **Approval of a request does not guarantee receipt of additional federal financial aid.**

## SECTION III – SELECT SPECIAL CIRCUMSTANCES

If special circumstances exist that might change your need, based on your financial information on the FAFSA, please check the box or boxes that apply. Instructions on how to upload your supporting documentation to the Verification Forms Portal will be emailed to you.

<i>Special Circumstance</i>	<i>Required Documents</i>
<input type="checkbox"/> Unemployment or change in employment that occurred during or after 2022 (Please note: Voluntarily leaving employment for any reason will not be considered.)	<ul style="list-style-type: none"> <li>• 2023 tax return, signed</li> <li>• Statement explaining circumstance (include dates of unemployment)</li> <li>• Letter(s) of separation from employer(s) or proof of unemployment benefits being received, severance package</li> <li>• Most recent pay stub(s) for new employment (if applicable)</li> </ul>
<input type="checkbox"/> Death of a parent or spouse	<ul style="list-style-type: none"> <li>• Statement explaining circumstance (including current members in household)</li> <li>• Copy of death certificate</li> </ul>
<input type="checkbox"/> Loss or change in child support	<ul style="list-style-type: none"> <li>• Statement explaining circumstance (including when the benefit will end)</li> </ul>
<input type="checkbox"/> Divorce or separation of parents or student and spouse	<ul style="list-style-type: none"> <li>• Statement explaining circumstance (including current members in household)</li> <li>• Copy of divorce decree</li> <li>• 2023 tax transcript or 2022 W2(s)</li> </ul>

Notes about required documentation:

- For any income losses or changes occurring during 2022, provide 2023 signed tax return.
- If you were not required to file taxes during 2023, provide W2s or year-to-date earnings
- **For any job loss, we will not process a Special Circumstance Appeal until the unemployment has continued for six months or more.**

## SECTION IV – CERTIFICATION & SUBMISSION

To the best of my knowledge, the information in this appeal is true. I understand that misrepresentation of facts in connection with this appeal may result in cancellation and repayment of federal financial aid.

Student Signature:	Date:
Parent Signature:	Date:

**To begin the appeal process, please save and email this form to the Office of Student Financial Aid at [finaid@uab.edu](mailto:finaid@uab.edu).**

Supporting documentation should be submitted to the UAB Student Financial Aid Office through the Verification Forms Portal on the student's My Financial Aid page in BlazerNET. Once we receive this form, you will be notified by email when the Verification Forms Portal is available to upload documentation.

*After your appeal is reviewed, a final decision will be communicated to you via email. Processing times may vary, especially during peak times. Check your BlazerNet and UAB email accounts often for updates regarding your request.*

**STUDENT FINANCIAL AID**  
Office of the Provost

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